



# MERIWETHER COUNTY E-911 COMMUNICATIONS

*Enhanced 911 – Public Safety Communications*



## **JOB POSTING** (Full Time Positions)

**E-911 Communication Operator (1) Night (1) Day**

**Reports to: Captain, Lieutenant or Sergeant**

**Classification: Non-exempt – Full-Time**

**Department: E-911**

**Open Date: January 15, 2015**

**Closing Date: Until Filled**

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**THE POSTION:** Performs a variety of dispatch duties on behalf of Meriwether County Public Safety Agencies; provides for the delivery of emergency and non-emergency services to the public; prepares dispatch duties as assigned. This position answers and processes incoming 911 and non-emergency calls for assistance from the public in the most courteous manner possible; requests and obtains information from callers; determines the need and type of service required; provides detailed pre-arrival instructions to callers necessary to assist in stabilizing patients and/or securing potential crime scenes; applies professional communication techniques to calm hysterical, irrational, or irate callers; documents and enters call information into the Computer Aided Dispatch (CAD) system; monitors incoming radio traffic; dispatches Police, Fire, EMS and/or non-emergency response personnel to appropriate call locations; maintains communication with field units; monitors the location and safety of field personnel; Responds to, updates, and verifies the accuracy of information in the GCIC/NCIC systems; validates and confirms the status of entries.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)* Education and/or Experience: High School Diploma or GED. Ability to successfully pass a background check, valid drivers license, any combination of education and experience that has provided the knowledge, skills and abilities necessary for an 911 Communications Officer in the State of Georgia. License/Certificate: Possession of, or ability to obtain certification through GA Peace Officer Standards and Training (P.O.S.T). Ability to pass an Emergency Medical Dispatch certification course. The ability to type at least 25 words per minute (Prefer 35 WPM or more). The ability to work with multiple computers simultaneously. Ability to follow verbal directions. Ability to work well with others for long periods of time.

**Preference (Not a requirement):** Candidates with experience in a 911 center or Police agency working as a communication operator or in a other areas of public safety. Candidates with current P.O.S.T certification. These are not absolutes, we will train the right applicant.

**Ability to multitask is a must.**

New hires must successfully complete the MERIWETHER COUNTY E-911 TRAINING PROGRAM within six months of hire, it is for this reason all new hires shall work a full schedule rotating shifts until completion of training and the assignment of a shift.

**Please Note:**

This is a Public Safety Department that is in operation 7 days a week 365 days a year, holidays, all types of weather and disasters, the right applicant must be able to work days and/or nights to include weekends and holidays(if necessary). Our team works a 2-2-3 schedule which gives our personnel a 3 day weekend every other weekend.

Please submit in person resume and application to Meriwether County Board of Commissioners Office located at 17234 Roosevelt Hwy, Greenville, GA 30222 Attn: 911 Director.

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